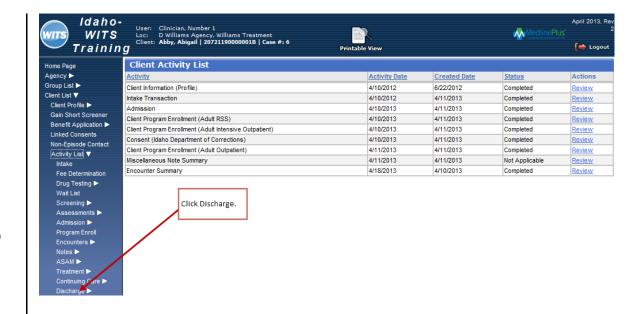
Discharge Guide for IDHW (non-ATR) & IDOC Clients

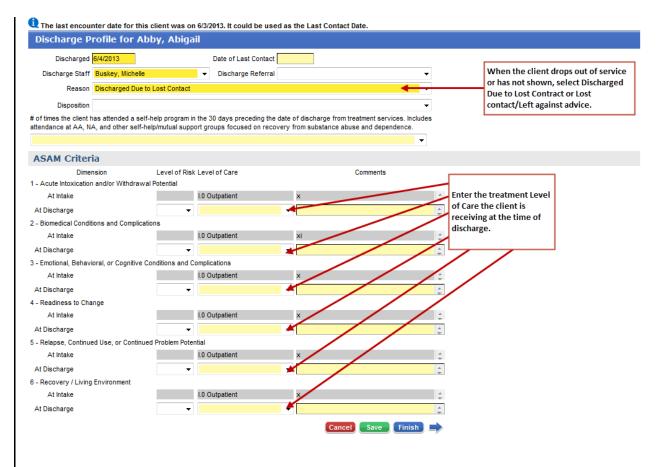
Complete an Authorization Change Request to the Contractor prior to entering a Discharge (review the Authorization Change Request Overview to determine which type to complete).

NOTE: When a client drops out of service or has not shown, use the last known information about the clients situation when entering discharge information. Sometimes this information will be the same as the admission information.

- Getting here: Login, select the <u>Facility</u>, select <u>Client List</u> from left menu to generate the Client Search Screen, find client, select <u>Activity List</u>.
- 2. Click Discharge.

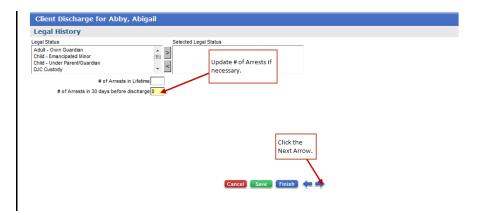


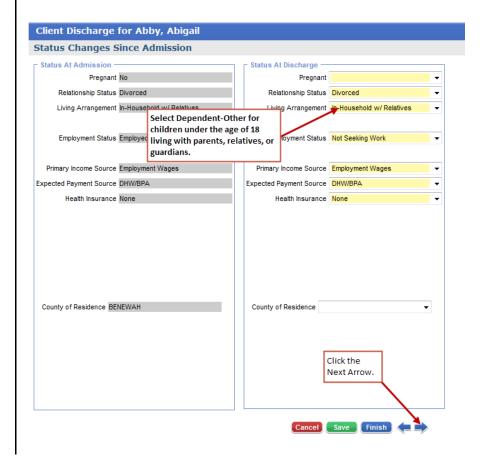
- 3. Update <u>Discharged</u> if needed (the date defaults to the end date of the last Program Enrollment). Complete the <u>Date of Last</u> <u>Contact</u>. Update the Discharge Staff and the Reason if necessary (the Reason defaults to the Disenrollment Type selected on the last Program Enrollment). Complete # of times the client has attended a selfhelp program in the 30 days preceding the date of discharge from treatment services.
- Enter the <u>ASAM Level of Care</u> and <u>Comments</u> for each Dimension.
- 5. Click 🗪 .



- **6.** Update the **# of Arrests in 30 days before Discharge**.

- **8.** Select the **<u>Pregnant</u>** status if applicable.
- Update the <u>Relationship Status</u>, <u>Living</u>
 <u>Arrangement</u>, and <u>Employment Status</u>.
- 10. Select the <u>Primary Income Source</u>, <u>Expected Payment Source</u>, and <u>Health</u> <u>Insurance</u>.
- **11.** Click .





- **12.** Update the <u>Substance</u>, <u>Severity</u>, <u>Frequency</u>, and <u>Method</u> for each substance.
- **13.** Click .

- Preferences of Person Served. Include a description of the client's status and progress at the time of discharge. The description should include: employment, living arrangements, motivation, stages of changes for each substance identified as being treated, responsiveness to treatment modalities used, other treatment modalities used and responsiveness to them, abstinence, overall progress towards treatment goals, etc.
- **15.** Enter <u>Recommendations</u> for referrals made on behalf of the client and any services that will continue after discharge.
- 16. Click Finish.

